

Nebraska Extension Cheyenne County is accepting applications for the position of full-time Office Manager/4-H in Sidney, Nebraska.

The office manager/4-H aide provides support to the Extension Educator(s) and the Assistant in their programming to develop and carry out quality educational/information programs for the public.

Qualifications: Administrative, recordkeeping, and clerical experience necessary. Ability to work independently without direct supervision, time management skills, reliably follow a work schedule and meet deadlines. Competencies include initiative, written communication proficiency, and organizational skills. Interact with staff and the public in a calm, friendly, and professional manner. Computer skills require proficiency in the use of Microsoft Office products, Quicken, cloud storage, email programs, Internet research, University of Nebraska-Lincoln (UNL) web page maintenance, and the office Facebook account. Will need to learn and use 4HOnline and Showworks programs. Salary starts at \$15/hr; an increase is negotiable for experience. Benefit package available in addition to salary.

Applicants must pass the Nebraska 4-H/DHHS Youth Protection Volunteer Screening process and complete the Nebraska 4-H Risk Management Course.

Application and job description are available from the Cheyenne County Extension Office, 920 Jackson Street, Sidney, Nebraska, or at the Cheyenne County Clerk's Office, Court House, 1000 10th Avenue, Sidney, Nebraska, or www.cheyennecounty.net (click on Employment Opportunities).

Cheyenne County is an equal-opportunity employer. This is a veteran preference position. Applicants with disabilities are encouraged to request necessary accommodations in the application process. ADA inquiries should be directed to Paul B. Schaub, Cheyenne County Attorney, 1212 Jackson Street, PO Box 217, Sidney, Nebraska 69162. Phone (308) 254-6060.

Please mail, email, or deliver a cover letter and resume with a completed application to either one of the following:

Cheyenne County Extension - Karen DeBoer, Extension Educator
920 Jackson Street
PO Box 356
Sidney, NE 69162
kdeboer1@unl.edu

Cheyenne County Clerk
Cheyenne County Court House
1000 10th Avenue
PO Box 217
Sidney, NE 69162
clerk@cheyennecounty.net

The position is open until filled. The application deadline is December 1, 2023